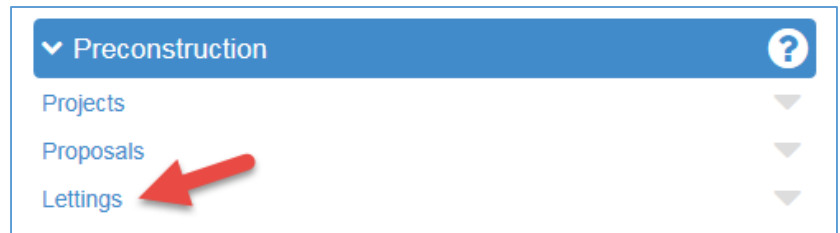


MMOA Bid Lettings

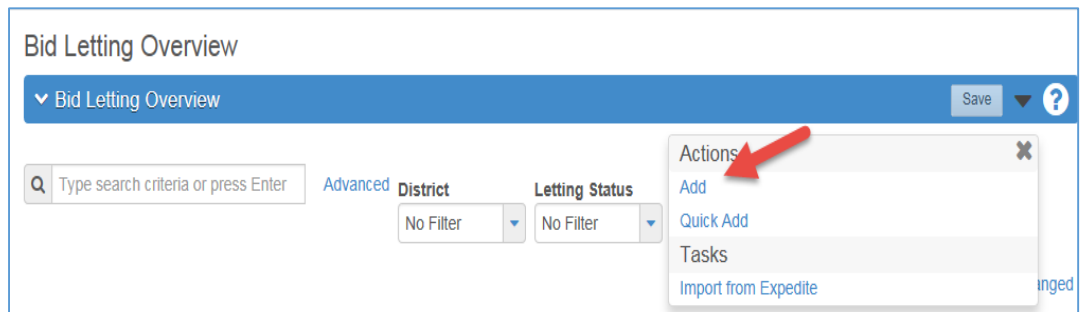
For MMOAs, some Districts have the Contracts Administration Office (CAO) process MMOAs to SiteManager, and in some Districts special lettings to perform the task are created in the Maintenance organization.

For Districts that process MMOAs outside of the District CAO, follow this procedure.

On the Dashboard of your Role select Lettings



From the **Actions** menu on the component header, select **Add**.



Complete the information in the fields below:

The **Bid Letting ID** should be in the form of DistrictID YR MO DA such as 01160128. You may not assign an ID that has already been used.

Please note the **red asterisk (*)** which denotes required fields. The system will not save data if a required field is blank. Change the Letting Time, (if necessary) however the Letting Status is always going to “SCHD” at the beginning of the process.

Cost Center. If this action is being processed in a Maintenance Yard or Operation Center, enter the appropriate Cost Center. Otherwise leave the field blank.

When data has been entered, click the **Save** button, and the system will display a message to confirm that your changes were saved.

A screenshot of the 'Add Bid Letting' form. It has a blue header bar with 'Add Bid Letting'. The form contains several fields: 'Bid Letting ID *' (text input), 'District *' (dropdown), 'Letting Status *' (dropdown with 'SCHD - Scheduled' selected), 'Letting Date *' (calendar icon), 'Letting Time *' (text input with '10:30 AM'), and 'Cost Center' (search input). Red arrows point to the 'Bid Letting ID *', 'District *', 'Letting Date *', and 'Cost Center' fields.

Letting Workflow and Phases

Bid Letting Summary

▼ Bid Letting: 01160127 Save ?

General

Bid Letting ID
01160127

Letting Status *
SCHD - Scheduled

District *
01 - District 1

Letting Date *
01/28/2016

Cost Center
Q Begin typing to search or press Enter

Letting Time *
10:30 AM

Letting Location
Q

Comments
Q

For the Letting Workflow, select **Letting Maintenance Yard/Operation Center/District Office Processed MMOAs**.

For the WorkFlowPhase select **Letting Open; letting has not occurred**.

Bid Letting Summary

▼ Bid Letting: 01160127

General

Proposals

Workflow
Letting Maintenance Yard/Operation Center/District Office Processed MMOAs

WorkflowPhase
Letting Open; letting has not occurred

Letting Proposals

To add one or more proposals to a letting, perform the following steps:

1. Click the **Proposals** tab on the Bid Letting Summary.

Bid Letting Summary

▼ Bid Letting: 01160127

General

Proposals

Workflow

Bid Letting ID
01160127

District *
01 - District 1

Cost Center
Q Begin typing to search or press Enter

Letting Status *
SCHD - Scheduled

Letting Date *
01/28/2016

Letting Time *
10:30 AM

2. Click the **Select Proposals** button.

Bid Letting Summary

▼ Bid Letting: 01160127

General

Proposals

Workflow

Select Proposals...

List has no rows.

3. Type criteria in the Quick Find search box that matches the proposal you want to add or click **Show first 10**. The system lists in rows all proposals that meet your search criteria and are not currently attached to a Letting.

4. Choose each proposal you want to add to the bid letting. A green checkmark appears beside the selected proposals. To clear a selection, click the proposal again.

5. Click the **Add to Letting** button, and all of the checked Proposals will be associated to the Letting, and you will be returned to the Bid Letting Summary page.

6. Click **Save**.

Note that Call 001 has been entered. If several proposals had been entered, all would have been assigned call numbers.

7. Enter a **Publication Date** (Advertised Date) for each proposal. This date needs to precede other dates, and will be needed by the system later on.

8. Click **Save** again after entering the Publication Date(s)

Select Proposals

Q: BE0 System Default Showing 1 of 1

Select: All None 1 selected

| Proposal | Descr | Fed Proj | Cost Center |
|----------|-------------------------------|----------|-------------|
| BE09T | MOA with the City of Wauchula | N/A | |

Add to Letting

Bid Letting: 01160127 Save

General

Proposals Q: Type search criteria or press Enter Temporary

Workflow Select Proposals...

| Call | Proposal | Status | Status Dt | Publication Dt | Award Vendor | Seq | Addenda | Pass Flag |
|------|----------|--------|-----------|----------------|--------------|-----|---------|-----------|
| | BE09T | | | | | | 0 | |

Open the Proposal. At the General Tab click the **Proposal Vendors** link

Overview Item Pricing Locations Proposal Vendors Sections and Items

Proposal Summary

Proposal: BE09T - MOA with the City of Wauchula

Bid Letting: 01160127 - 001 - Letting Date: 01/28/2016

General Proposal ID BE09T

Projects

At the Proposal Vendor Summary page click **Select Vendor**.

Overview Bid Entry Locations Proposal Sections and Items

Proposal Vendor Summary

Proposal: BE09T - MOA with the City of Wauchula

Q: Advanced Bidders Only No Filter Valid For No Filter

Select Vendors...

List has no rows.

At the Select Vendors window:

- 1 Click the **Generate Estimate Bids** Box
- 2 Type the vendor ID or part of the City name
- 3 Select the Vendor
- 4 Click the **Add To Proposal** button

The purpose of the **Generate Estimate Bids** check box is to set the condition that upon saving the record, the pricing on the proposal will be automatically entered as the vendor's bid amounts.

Complete the Vendor information.

1. Check the **Awarded** box
2. Select **RESP – Responsive**
3. Select **W- Winning Bid**
4. Select **A000000000 SURETY NOT REQUIRED**
5. Select **A000000001 INSURANCE NOT REQUIRED**
6. Click **Save**, to save your work

Click the **Proposal** link to return to the proposal.

Award A Proposal

Go to the WorkFlow tab and change the **WORKFLOWPHASE** to **AWARD CONTRACT**

Click **SAVE** and return to the Proposal General Tab.

Proposal Summary

▼ Proposal: BE09T - MOA with the City of Wauchula

Bid Letting: 01160127 - 001 - Letting Date: 01/28/2016

General Projects Time Workflow

Workflow

WorkflowPhase: 06 Award contract

Populate the following fields:

1. Proposal Letting Status. Enter **Awarded**
2. On Status Date, enter either the current date or the date in the past the proposal would have been awarded.
3. Enter the appropriate awarded date in the **Awarded Date** Field.
4. Enter the Vendor Sequence Number. If you do not know the Vendor Sequence Number, it can be found as seen next.

▼ Proposal: BE09T - MOA with the City of Wauchula

Bid Letting: 01160127 - 001 - Letting Date: 01/28/2016

General Projects Time Workflow

Proposal ID: BE09T

Proposal Description *: MOA with the City of Wauchula

Up to 60 characters

Proposal Description: Routine Maintenance

Federal Aid Number: N/A

Proposal Letting Status: 02 - Awarded

Status Date: 02/02/2016

Acquis./Flexible Start Time:

Award Date: 02/02/2016

Executed Date:

NTP Date:

Awarded Vendor: F596000446 - CITY OF WAUCHULA

Award Vendor Seq: 001

Primary County *: 06 - HARDEE

Primary District *: 01 - District 1

Cost Center:

Go to your Dashboard and click on **Vendors** located under the Reference Data Component

Home Recent My Pages

On this page: Preconstruction System Administration External Links Reference Data

PROJECT MAINT District Proposal Manager MMOA

▼ Preconstruction ?

Projects

Proposals

Lettings

▼ System Administration ?

Custom Processes

Locks

Process Status

Reports

Text Documents

▼ Web Transport News

Preconstruction Help is available to answer your calls from 8:00 A.M. (Mike), 850-414-4142(Carole), 850-414-4138(Bill), or email: "CO-wt-4:00 PM should be sent to : "CO-wt-SecurityTeam" and they will be

▼ External Links

Role Help Rev(1/27/2016) MMOA Create Project

Role Help Rev(1/27/2016) Price All Items

Role Help Rev(11/24/2015) Proposal Time Tab

Infonet FDOT Infont

Browser Settings Browser Settings

BOE Basis of Estimates M

WebGate Reports WebGate Reports

FM Interface FM Interface

▼ Reference Data

Items

Vendors

At the Vendor record click on the **Addresses Tab**

Search the available addresses and select the one that is appropriate.

Enter the Vendor Sequence Number for that address on the **Proposal General Tab**

Vendor General Summary

Vendor: F596000446 - CITY OF WAUCHULA

General

Addresses

01 - 001 CITY OF WAUCHULA

Address Seq: 01

Address Line 1: 225 E MAIN ST

Address Line 2: PO BOX 818

Address Line 3:

Main Name Override:

Address Vendor Name: CITY OF WAUCHULA

Vendor Seq: 001

Address Type: MYFL - Payment Bill To Address

Execute a Contract

Place the Proposal's Work Flow Phase in **"Execute Contract"**

Proposal Summary

There are unsaved changes.

Proposal: BE09T - MOA with the City of Wauchula

Bid Letting: 01160127 - 001 - Letting Date: 01/28/2016

General

Projects

Time

Workflow

Workflow

MMOAs processed by Districts, Maintenance Yards, or Operations Centers

WorkflowPhase

07 Execute contract, transfer to DSS and SiteManager

Change the Proposal Letting Status to **Executed**.

In the **Executed Date** field enter the appropriate date.

Click **Save** to save your work.

The proposal is now ready for transfer to SiteManager. Overnight, the system will see the proposal and make the transfer to SiteManager.

Proposal Summary

Proposal: BE09T - MOA with the City of Wauchula

Bid Letting: 01160127 - 001 - Letting Date: 01/28/2016

General

Projects

Time

Workflow

Proposal ID: BE09T

Proposal Description: MOA with the City of Wauchula

Proposal Long Description: Routine Maintenance

Federal Aid Number: N/A

Proposal Letting Status: 03 - Executed

Status Date: 02/02/2016

Acquis./Flexible Start Time:

Award Date: 02/02/2016

Executed Date: 02/02/2016

NTP Date:

Primary County: 06 HARDEE

After the proposal has transferred to SiteManager go the Bid Letting Summary and change the WorkFlowPhase to **Letting Archived**.

Save the record.

Bid Letting Summary

There are unsaved changes.

Bid Letting: 01160127

General

Proposals

Workflow

Workflow

Letting Maintenance Yard/Operation Center/District Office Processed MMOAs

WorkflowPhase

Letting Archived; all preconstruction activity has been completed including transfers to DSS and SiteManager